



U.S. Department of Justice  
Federal Bureau of Prisons  
United States Penitentiary  
Victorville, CA 92394

---

# Institution Supplement

**OPI:** CORRECTIONAL  
SERVICES  
**NUMBER:** VIP 5267.07a1  
**DATE:** JUNE 1, 2004  
**SUBJECT:** INMATE VISITING  
REGULATIONS

---

- I. **PURPOSE:** To afford offenders housed at the USP Victorville, California, the privilege of having visitors of their choice within specific guidelines.
- II. **SUMMARY OF CHANGES:** None
- III. **DIRECTIVES AFFECTED:**
- A. **Directives Referenced:** Program Statements 5267.07, Visiting Regulations, dated April 14, 2003; 7331.04, Pretrial Inmates, dated January 31, 2003; 5270.07, Inmate Discipline and Special Housing Units, dated December 29, 1987; 1315.07, Legal Activities, Inmate, dated November 5, 1999; 5100.07, Security Designation & Custody Classification System, dated January 1, 2002; and 2000.02, Accounting Management Manual, dated October 15, 1986.
- B. **Directives Rescinded:** None
- IV. **STANDARDS REFERENCED:** American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4440, 3-4441, 3-4442, 3-4443, 3-4444, 3-4445, 3-4446
- V. **PROCEDURES:**
- A. **Preparation of the Visiting List:**
1. Upon admission to USP Victorville, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed

authorization form, the Unit Counselor will initiate a National Crime Information Center (NCIC) inquiry. Unit Managers will be the approving or denying authority for any immediate family members who fail to clear the NCIC check. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet. The Unit Counselor will notify the inmate of his visitors approval or disapproval. It is the inmate's responsibility to notify the visitors of their approval/disapproval, and to advise the visitors of visiting guidelines.

2. The Unit Team members will be responsible for placing a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file and in the Visiting Room. A maximum of fifteen (15) visitors will be authorized on the inmate's visiting list.
3. The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual. Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility.
4. The Unit Counselor will periodically review the visiting list to ensure its accuracy. An inmate may amend his/her visiting list by submitting an Inmate Request to Staff Member form to his Unit Team indicating the desired change.
5. USP Victorville is located at 13777 Air Expressway Blvd., Victorville, CA 92394. From the South, visitors will exit West on D-street to Air Expressway Blvd.

**B. Regular Visitors:**

1. Members of the Immediate Family: This category includes mother, father, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-Sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the visitor form, and the form must be returned to the institution before the NCIC check is initiated.

The word "spouse" includes a common-law relationship previously established in a state honoring such a relationship. An inmate who has provided the name of a common-law relation must forward verification documentation to his Unit Team for their use. This may include, but is not limited to, joint leases or contracts; joint banking accounts; or, utility bills with both parties named. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

2. Other Relatives: These persons include grandparents, uncles, aunts, in-laws, and cousins. They may be placed on the approved list if the inmate wishes to have visits from them regularly and if there exists no reason to exclude them.
3. Friends and Associates: The visiting privilege shall be extended to friends and associates having an established relationships prior to confinement. The Warden's approval must be obtained for the exception to this rule.

- C. Special Visits: Inmates must submit a special visit request to their Unit Team at least two weeks in advance of the visiting date. Visits from persons not on the approved list must be approved by the Warden. The Warden has designated Associate Warden, Programs, (AWP) to approve these visits. Upon approval, the Unit Manager will notify, in writing, the Captain, Operations Lieutenant, Front Entrance Staff, and Visiting Room Staff of the special visit.
- D. Clergy Visits: Clergy visits to inmates are approved by the Captain, through the Religious Services Department. All Clergy visits will be coordinated through Religious Services. A Chaplain will issue an authorization memo for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Front Entrance, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The front entrance staff will be responsible for entering the visitor's information into the Visiting Program. Clergy visits, specifically those by the Minister of record, will not count against the inmates monthly social visiting totals. Visits by clergy other than the Minister of Record will count against the inmates monthly social visiting totals.
- E. Professional Visits: Representatives of Law Enforcement

Agencies, U.S. Parole Offices, Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will receive priority when processing. All visits will be approved by the Captain. Representatives are to call and schedule their visits through the inmate's Unit Team. The Unit Team will notify the Captain and the SIA/SIS Office, via memorandum, concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal business hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved by the Captain, a memorandum authorizing the visit will be distributed to the Lieutenants' Office, Control Center, Front Entrance, and Visiting Room. If the visit is scheduled during non-visiting hours, the Unit Team will provide supervision for the visit. The Front Entrance Staff will be responsible for entering the visitor's information into the Visiting Program.

**F. Visits to Offenders not in the General Population:**

1. Admission Status: All social visits will be limited to approved visitors only.
2. Hospital Patients: Visits for inmates hospitalized in the community will be approved by the Warden or his designee, and will normally be limited to immediate family members only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded by the inmates Unit Team, through the Captain, and will be maintained by the hospital officer(s).
3. Special Housing Unit: Ordinarily, inmates in Administrative Detention and/or Disciplinary Segregation status may receive visits in accordance with the same rules and regulations which apply to general population inmates, providing the visits do not pose a threat to the security and orderly running of the institution. The Operations Lieutenant and Special Housing Unit Lieutenant will be notified when an inmate in the Special Housing Unit has a visit, each case will be individually handled. Visits for Special Housing inmates will be limited to 2 hours and the inmate will remain in ambulatory restraints. SHU inmates will be secured in a non-contact visiting room. Visiting for inmates assigned to the Special Housing Unit will be conducted on the same days as

general population inmates.

4. Pretrial / Holdover Inmates: Visiting for inmates on Pretrial or Holdover status will be limited to immediate family members verified through each inmate's central file.

**G. Number of Visitors:** Inmates will be limited to three (3) approved adult visitors. Children under the age of 16 may not visit unless accompanied by a responsible adult.

**H. Social Visiting Hours:** The following schedule will be utilized for inmates with social visits:

Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Monday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

Social visitors will not be processed before 8:00 a.m. or after 2:00 p.m. on Saturday, Sunday, Monday, and holidays.

**I. Limitations:** Each inmate housed at USP Victorville will be allotted 32 visiting points on the first day of each month. Visiting points are used as follows:

1. Weekends and Holidays: 1 hour of visiting equals 1 point.
2. Weekdays: 1 hour of visiting equals 1 point.
3. Points will not carry over from one month to another.
4. After 15-minutes, any portion of an hour will count as a full hour for point computation.

**J. New Commitments:** During the first 72 hours, newly committed inmates will not be allowed social visits until completion of a background investigation of all proposed visitors.

**K. Visiting Schedule:** Inmate visiting will be open to all inmates while visiting is conducted. The visiting will occur on a first-come, first-serve basis. Once the visiting room capacity has been reached, termination of visits will begin. The visits will be terminated based on the distance a visitor has driven, and the length of time the visitor has been in the visiting room. The Institution Duty Officer, or in their absence, the Operations Lieutenant will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

1. Federal holidays: In an attempt to provide equitable visiting on federal holidays, all holidays which would result in a four (4) day visiting weekend will be open to all inmates.

In addition to the above procedures, consideration will be given for allowing inmates who are related (e.g., brothers, father/sons) to visit simultaneously with one visitor. Prior approval must be obtained from the Associate Warden of Programs, and the Captain prior to the visit. This will be documented in memorandum form, and a signed copy will be given to the Operation Lieutenant and the Visiting Room Officers to be maintained in their area(s).

**L. Visitors Entering the Institution:**

1. Staff must be able to verify the identity of visitors prior to admission into the institution. One of the following forms of identification will be used for identification purposes: valid driver's license, valid state identification card, or valid/current passport. Check cashing card and other easily produce forms of identification will not be accepted. All inmate social visitors will be subject to random screening utilizing the ION Track system.
2. Staff may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle, prior to entering the institution. Visitors will be allowed to wear Religious headgear only after it has been searched.

If for any reason a visitor is denied entrance to the facility, Attachment 1 will be completed and forwarded per distribution noted on the form.

3. Professional Visits: These visitors will be required to sign the Visiting Registration form upon arrival and departure. In addition, professional visitors, except Federal Law Enforcement Personnel, will be required to complete a Notification to Visitor form. Unit Team will observe these visits.
4. Social Visitors: All social visitors will be required to complete a Notification to Visitor form upon arrival. All areas of the form will be completed. Visitors will also sign in on the Social Visitor's Log Book and sign out when they conclude the visit. If a visitor has to leave the approved

visiting area for any reason, the visit will be terminated.

5. Only the following articles are authorized to be carried into the institution by visitors:
  - a. Wallet or small clear plastic bag.
  - b. Money to be used for refreshments, no more than \$20.00.
  - c. Photo identification.
  - d. Essential medication will be limited to the amount needed during the visiting period, and will be controlled by the Visiting Room Officer.

The following items will be permitted, per child, when infants are visiting:

- a. Two (2) Diapers.
- b. One (1) package of baby wipes. (Unopened)
- c. One (1) change of infant clothing.
- d. Two (2) clear baby bottles with contents.
- e. Two (2) small jars of baby food. (Unopened)
- f. One (1) receiving blanket.
- g. One (1) clear drinking cup.

All items will be subject to search at any time by the Visiting Room Staff.

6. Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube tops, tank tops, backless clothing, camouflage, khaki, or green-colored clothing. Dresses with slits above the bend of the knee are not authorized. Dresses and skirts will not be allowed if the hemline is above the bend of the knee. Any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, mini skirts, short culottes or sleeveless clothing) is not authorized. Female visitors will be required to wear a bra and all appropriate undergarments. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire.

NOTE: DRESSES, SKIRTS, AND SHORTS WILL BE ALLOWED, PER GUIDANCE IN ATTACHMENT 2

7. With prior Unit Team approval, inmates may be allowed to bring legal material into the Visiting Room for a legal visit only. This material will be inspected by

the Visiting Room Officer for contraband. In no instance will the Visiting Room Staff accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.

8. Loitering by visitors in the institution parking lot or on institution grounds is not permitted.
9. Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institution parking lot at any time. Violators maybe subject to towing, at the owner's expense.

**M. Supervision of Visits:** It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Inappropriate conduct during a visit may result in the termination of the visit. Visits may only be terminated by the Captain, Institution Duty Officer, or the Operations Lieutenant. The Visiting Room staff member will prepare a written memorandum to the Captain explaining the circumstances resulting in the termination.

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials being passed may adversely effect the security of the institution, or constitute a violation of the law or regulations, the officer should examine the item. The Operations Lieutenant and/or SIS Office will be consulted in questionable cases.

**N. Visiting Attire (Inmate):** Inmates entering the visiting area will be dressed in a jumpsuit and footwear, provided by the institution. All other attire will be prohibited.

Inmates may carry the following items into the Visiting Room area:

- a. Identification Card
- b. One wedding band (no stone)
- c. One approved religious medallion (with chain)
- d. Prescription eyeglasses

All items taken into the Visiting Room will be inventoried, by staff, and the same items must leave the Visiting Room with the inmate. All inmates entering and exiting the visiting area will submit to a visual search. Inmates will not be permitted to return with any items other than those documented as being brought into the Visiting Room.



- O. **Inmate and Visitor Conduct within Visiting Room:** All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing, and seating assignment.

Inmates entering the Visiting Room will report to the Visiting Room Officer and check in. Inmates and visitors are not allowed to move freely inside the visiting area. The vending machines and surrounding area is off limits to inmates at all times. Only visitors may utilize the vending area, then return to their seat. All food items purchased from the vending machines must be consumed prior to visitors departing the visiting room. Inmates are not allowed to take any food items back to their housing unit.

Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival, and again at the completion of the visit. Any unauthorized embracing or contact may result in termination of the visit.

A copy of the Visiting Regulations (Attachment 2) will be posted in the Visiting Room. Each inmate will be responsible for sending a copy to each approved visitor prior to the visit. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. Only the Captain, Institution Duty Officer or the Operations Lieutenant has the authority to terminate a visit. Only the Captain, Institution Duty Officer or the Operations Lieutenant can deny entry of unauthorized and pre-approved visitor based on violations of the Institutional Visiting Rules and Regulations.

- P. **Non-Smoking Area:** The entire Visiting Room and the attorney visiting rooms are designated as non-smoking areas.
- Q. **Reinstatement of Visiting Privileges:** Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Captain and AW(P), to the Warden detailing the specific reasons for reinstating the individual to the approved visiting list. **Under no circumstances will special visits be permitted for individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden or his designee.**
- R. **Regional Office Involvement:** The institution will involve

the Regional Office, Correctional Programs Administrator,  
in developing the Institution Supplement.

**VI.     OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services**

Approved:

**//Signed//**

---

W. J. Jusino, Warden

Attachments: 3

UNITED STATES PENITENTIARY  
VICTORVILLE, CALIFORNIA

MEMORANDUM

DATE:

REPLY TO

ATTN OF: \_\_\_\_\_, Visiting Room Officer

SUBJECT: Visitor denied entrance to Visiting Room

TO: \_\_\_\_\_, Captain

THRU: Operations Lieutenant

On the above date, at \_\_\_\_\_ (a.m./p.m.), the following visitor  
(Mr./Mrs./Miss) \_\_\_\_\_ was denied entrance  
into the Visiting Room.

\*\*\*\*\*

Inmate Concerned \_\_\_\_\_, \_\_\_\_\_  
NAME

REGISTER NUMBER

\*\*\*\*\*

Reason for denial:

1. Improper or no identification
2. Not on inmate's visiting list
3. Under age or without parent/guardian
4. Other \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CC: Institution Duty Officer

**UNITED STATES PENITENTIARY  
VICTORVILLE, CALIFORNIA  
VISITING REGULATIONS  
VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the United States Penitentiary, Victorville, California. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his return to society.

All visitors will enter the visiting room at the front entrance. Each visitor must provide appropriate photo identification, (e.g., driver's license, passport) before being allowed to visit. Visitors under the age of 16, and accompanied by a parent or legal guardian are exempt from this requirement. As a reminder, person(s) not permitted to visit, may not remain in the institution or the institution parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked and the windows are closed. Arrival at the institution parking lot is prohibited prior to 8:00 a.m. on Saturday, Sunday, Monday, and Holidays. Likewise, visitors may not line up at the visiting room door prior 8:00 a.m. on the scheduled visiting days. Visitors will not arrive prior to the arrival times listed above on holidays based on the day of the week the holiday occurs on. Processing of visitors into the institution will end at 2:00 p.m. Friday, Saturdays, Sundays, and holidays. Visiting concludes at 3:00 p.m.

A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Inmates at the USP are limited to three (3) adult visitors and 3 children at one time. The Institution Duty Officer or Operations Lieutenant has the prerogative to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags,

purses, packages). These items will not be brought into the institution. A small **CLEAR** coin purse is the only allowable purse. No more than \$20.00 for use in the vending machines is allowed. Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring food items into the visiting room. There are vending machines in the visiting room from which food snacks can be purchased. Individuals with medical problems which require them to carry medication into the visiting room must inform the Visiting Room Staff of their condition and receive permission to carry the medication into the visiting room. The medication will be turned over to and held by the visiting room staff.

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit. Visitors are not allowed to wear shorts. Visitors are not allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki or green colored clothing, sweat suits, dresses with slits above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, mini skirts, short culottes). Excessively provocative attire is a reason to deny and/or preclude visiting.

Only the following articles are authorized to be carried into the institution by visitors:

- a. Wallet or small clear plastic bag.
- b. Money to be used for refreshments, no more than \$20.00.
- c. Photo identification.
- d. Essential medication (will be limited to the amount needed during the visiting period and controlled by Visiting Room staff).

The following items will be permitted, per child, when infants are visiting:

- a. Two (2) Diapers.
- b. One (1) package of baby wipes. (Unopened)
- c. One (1) change of infant clothing.
- d. Two (2) baby bottles with contents.
- e. Two (2) small jars of baby food. (Unopened)
- f. One (1) receiving blanket.
- g. One (1) see-through drinking cup.

Pillows, blankets (other than receiving blankets), or strollers will not be allowed. Inmates may not receive money through the visiting room. All monies for an inmate must be mailed into the institution through the U. S. Postal Service.

Cameras, recording devices, pagers, cell phones, pens/pencils, makeup of any kind, perfume or toys will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos can be taken at a nominal charge by an approved group.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) statement in English or Spanish will be refused entry into the institution. The visitor must sign this form in the presence of a staff member. A visual search will be made of all carry-in items of a visitor. The visitor will be present during the time all items are being searched. All visitors will be subject to a search by the ION Drug Detection Unit. Any visitor refusing to be tested by the ION Drug System will not be allowed to visit. It may be necessary for staff to check a visitor with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than 20 years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 10 years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

---

W. J. Jusino, Warden